

## Plant Closings and Layoffs

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### OVERVIEW

The Worker Adjustment and Retraining Notification Act (WARN) protects workers, their families, and communities by requiring employers with 100 or more employees (generally not counting those who have worked less than six months in the last 12 months and those who work an average of less than 20 hours a week) to provide at least 60 calendar days advance written notice of a plant closing and mass layoff affecting 50 or more employees at a single site of employment. WARN makes certain exceptions to the requirements when layoffs occur due to unforeseeable business circumstances, faltering companies, and natural disasters. Advance notice gives workers and their families some transition time to adjust to the prospective loss of employment, to seek and obtain other jobs, and if necessary, to enter skill training or retraining that will allow these workers to compete successfully in the job market. Regular federal, state, local, and federally-recognized Indian Tribal government entities that provide public services are not covered.

Employee entitled to notice under WARN include managers and supervisors, as well as hourly and salaried workers. WARN requires that notice also be given to employees' representatives, the local chief elected official, and the state dislocated worker unit.

The Department of Labor's (DOL) Employment and Training Administration (ETA) administers WARN but has no enforcement role in seeking damages for workers who did not receive adequate notice of a layoff or received no notice at all. Some States have plant closure laws of their own. Employers considering a layoff can contact the [State Dislocated Worker Unit](#) to find out more information on notice requirements in their state.

### COMPLIANCE ASSISTANCE MATERIALS

#### BASIC INFORMATION

- [Employment Law Guide: Plant Closings and Mass Layoffs](#) - Provides an overview of the Worker Adjustment and Retraining Notification Act (WARN) Act.
- [The WARN Guide to Advance Notice of Closings and Layoffs](#)
  - [Employers Guide \(pdf\)](#)

- [Workers Guide \(pdf\)](#)
- [Filing a Claim under WARN](#) - Explains the process for filing a complaint by workers who believe their rights under the Worker Adjustment and Retraining Notification Act (WARN) have been violated.

## **RECORDKEEPING**

- [Publication: A Guide to Advance Notice of Closings and Layoffs - Employers Guide](#) Contains plant closing and layoff notice requirements under the Worker Adjustment and Retraining Notification Act (WARN).

## **APPLICABLE LAWS AND REGULATIONS**

- [Worker Adjustment and Retraining Notification Act \(WARN\) \(29 USC 2100 et.seq.\)](#) - Protects workers, their families and communities by requiring most employers with 100 or more employees to provide notification 60 calendar days in advance of plant closings and mass layoffs.
- [20 CFR Part 639](#) - The WARN regulations administered by the U.S. Department of Labor's Employment and Training Administration (ETA).

## **RELATED TOPICS AND LINKS**

### **For Employers**

- [Dislocated Workers: Employers](#) - Provides assistance to employers considering a layoff.
- [Help for Employers Conducting Layoffs: "Rapid Response" Services](#) - Provides information on Rapid Response Services for layoffs of more than 50 employees.
- [Trade Adjustment Assistance \(TAA\) for Firms](#) - Provides information on a federal program that provides financial assistance to manufacturers affected by import competition.
- [State Dislocated Worker Unit Coordinators](#) - Provides contact information for each state.



- [About Unemployment Insurance](#)
- [Manufacturing Extension Partnerships](#) - Provides small- and medium-sized manufacturers with expertise and services tailored to their most critical needs, which range from process improvements to worker training.

### **For Employees and Dislocated Workers**

- [Dislocated Workers](#) - Identifies services available to laid off workers through local One-Stop Career Centers.
- [America's Service Locator](#) - Identifies locations of local offices providing services.
- [Trade Adjustment Assistance \(TAA\) and Alternative Trade Adjustment Assistance \(ATAA\) Programs](#) - Describes these programs that help workers who have lost their jobs as a result of increased imports or shifts to production outside of the U.S. and includes links to the application process. The [Trade Readjustment Allowances \(TRA\)](#) provides information on income support to people who have exhausted their unemployment compensation and whose jobs were affected by foreign imports.
- [Understanding Unemployment Insurance](#) - Provides information on the Unemployment Insurance Program designed to reduce the impact of economic downturns by providing temporary support to laid off workers.
- [Your Rights for Continuing Pension and Health Benefits, Including Health Care Continuation Coverage \(COBRA\)](#) - Provides responses to questions regarding health care coverage for dislocated workers.
- [Frequently Asked Questions for Laid Off Workers](#)
- [State Dislocated Worker Unit Coordinators](#) - Provides contact information for each state.

### **DOL CONTACTS\***

- **For information on the Worker Adjustment and Retraining Notification Act (WARN):**

**Employment and Training Administration (ETA)**  
**Office of National Response**  
 Division of Worker Dislocation and Special Response  
 200 Constitution Avenue, NW  
 Room N-5422

Washington, DC 20210.

Tel: 1-877-US2-JOBS (1-877-872-5627), or 202-693-3500

TTY: 1-877-889-5627

- **For information on rights to continuing pension and health benefits:**

**Employee Benefits Security Administration (EBSA)**

200 Constitution Avenue, NW

Room N-5623

Washington, DC 20210

**Contact EBSA**

Tel: 1-866-444-EBSA (3272)

TTY: 1-877-889-5627

**Regional Offices**

- **For questions on other DOL laws,**

please call DOL's Toll-Free Help Line at 1-866-4-USA-DOL. Live assistance is available in English and Spanish, Monday through Friday from 8:00 a.m. to 8:00 p.m. Eastern Time. Additional service is available in more than 140 languages through a translation service.

Tel: 1-866-4-USA-DOL

TTY: 1-877-889-5627

*\*Pursuant to the U.S. Department of Labor's Confidentiality Protocol for Compliance Assistance Inquiries, information provided by a telephone caller will be kept confidential within the bounds of the law. Compliance assistance inquiries will not trigger an inspection, audit, investigation, etc.*

Frequently Asked Questions (FAQs)

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**Question:** What services may be available to help get me back to work?

**Answer:** There are three types of services that are potentially available to you at no cost:

- All workers have access to core services like those listed below through a local One-Stop Career Center. You may have received information on these services through your Rapid Response team if you were part of a larger layoff. This is the first step in obtaining information such as:
  - Unemployment Insurance
  - Pension Benefits & Health Insurance Coverage
  - Job Search Assistance
  - Job Referral
  - Local Area Job Openings
  - Resume Assistance
  - Job Training
- If the core services do not produce results, you may be eligible for one-on-one assistance, group career workshops, and other assistance such as:
  - Assessment of your Skills and Abilities
  - Resume Writing Classes
  - Help in Planning how to get back to work
  - Stress and Financial Management Workshops
  - One-on-One Job Counseling
- Training Services, like those listed below, may be available to help you get a good job. If you qualify for help you will have access to a broad range of training services. Your One-Stop Career Center will have a list of training programs, descriptions and costs to help guide you in the decision-making process.
  - Occupational Skills Training
  - On-the-Job Training
  - Skills Improvement
  - GED Preparation
  - English as a Second Language (ESL)

- Math and Reading Training

Your local One-Stop Career Center can help you identify sources of financial assistance to help pay for training

Some services for dislocated workers have eligibility requirements. Please check with your State Dislocated Worker/Rapid Response Team or One-Stop Career Center for details.



**UNITED STATES DEPARTMENT OF LABOR**  
**Employment and Training Administration**

[ETA Home](#) > [Office of National Response](#) > Rapid Response Services For Laid Off Workers



## Rapid Response Services For Laid Off Workers

Being laid off from your job is one of the most traumatic events you can experience in life. However, you do not need to go through this transition alone. Working with your employer, there are services and resources that can be brought to you, on site at your company prior to your layoff date. These services and resources are part of a program called Rapid Response, which will customize services and resources to your needs and the needs of your company, with a goal of getting you back to work as soon as possible and minimize the disruptions on your life that a layoff will cause. The Rapid Response team will provide you the means to maintain an income (unemployment insurance), information on health insurance options, access to skills upgrading and training resources, and much more. This service is extremely valuable: the earlier services are begun, the better. Services and resources vary, so be sure to attend Rapid Response sessions when they are offered so that you are aware of the full array of benefits for which you may be eligible.

## Notice of Layoffs

Rapid Response is initiated when the state Dislocated Worker Unit or Rapid Response team learns of impending layoffs. Many companies will contact the Rapid Response team to notify them of a layoff and invite them to come on site to help the workers who will be laid off. In some cases, employers are required to provide 60 days notice before a layoff. Certain mass layoffs and plant closings will meet the criteria of the Worker Adjustment and Retraining (WARN) Act; the criteria are complex, but some basic levels are layoffs of 50 or more workers at a single site, where 50 is at least one-third of the total full-time workforce at that site, or any layoffs of 500 or more workers at a single site. Other times employers may publicly announce layoffs through the media. If you know your company is planning layoffs and have not been told that Rapid Response services will be available to you, or your company laid you off without notice, please contact your state's Rapid Response team.

## Rapid Response Services to Laid-Off Workers

During Rapid Response, specialists trained to help you cope with job change will gather information about your needs and begin to organize the services necessary to help you return to work. At employee orientation meetings, you will be informed about services and benefits designed to help you get back on your feet, including:

- Career counseling and job search assistance
- Resume preparation and interviewing skills workshops
- Local labor market facts and figures
- Unemployment insurance
- Education and training opportunities
- Health benefits and pensions

Local services that may be available to you include use of computers, telephones, and fax machines for your job search; financial planning and stress management workshops; financial support for training; income support if your job was lost due to foreign trade; and special services for veterans and adults with disabilities.

Once again, services, resources and benefits vary from state to state; attending any Rapid Response events will provide you with the information you need in your particular case.



## Connections to Other Re-Employment Services

In addition to many direct services, Rapid Response on-site meetings will introduce you to many other program partners and their representatives, who often have access to further resources.

Perhaps the most important of these Rapid Response partners is the [One-Stop Career Center](#). The One-Stop system was designed to bring together many separate partners to seamlessly provide an array of services, from resume preparation to job search to placement to supportive services, for anyone who wishes to have access to them. Every state has a One-Stop network that is open to all residents, including those who have been laid off or expect to be laid off from their jobs.

## Benefits of Rapid Response to Workers

When your company allows Rapid Response activities to take place on the company site and on company time, you will be able to begin services, including training, before you lose your job. The sooner this process starts, the more quickly the stress of a traumatic event such as a layoff can be managed, through access to important information and services that will enhance re-employment opportunities. Be sure to take advantage of whatever services are provided during the Rapid Response process, while you are still employed or while unemployment insurance benefits, severance payments or other financial resources are still available to you.

## Trade-Related Layoffs and Plant Closings

With many American jobs being lost due to foreign trade and the phenomenon commonly known as "offshoring," the federal government provides additional services to workers whose jobs are lost due to foreign trade or shifts in production out of the United States. While not all job loss due to foreign competition meets the requirements of the [Trade Act](#), the Rapid Response team will work with your company to provide information on Trade Adjustment Assistance (TAA) and the benefits you can receive if your company is certified as trade-affected. Your company, the Rapid Response team, or the workers themselves can file a trade petition with the United States Department of Labor. For more information on the [Trade Act Program and its benefits](#), contact your state's [Dislocated Worker Unit](#).

## Rapid Response Contact Information

Contact your [state's Dislocated Worker/Rapid Response Team](#) for information or to let them know of an impending layoff.

## Frequently Asked Questions

If you have questions that have not been answered at this web site, visit the [Frequently Asked Questions](#) page. These are questions that are often asked by workers who have lost their jobs due to layoffs or plant closings.

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Created: April 29, 2009

Updated: January 08, 2010

### Employment and Training Administration

U.S. Department of Labor | Frances Perkins Building, 200 Constitution Ave., NW, Washington, DC 20210  
[www.doleta.gov](http://www.doleta.gov) | Telephone: 1-877-US-2JOBS | TTY: 1-877-889-5627 | Fax: 1-202-693-2726 | [Contact Us](#)



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# Iowa Workforce Development

Region 12  
Siouxland



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## Sioux City Workforce Center



2508 4th St  
Sioux City, IA 51101  
Telephone: (712) 233-9030  
Fax: (712) 277-8438  
Hours: 8:30 a.m. to 4:30 p.m.  
Monday through Friday  
[Map To Find Us](#)

## Services Available:

- Business Services
- Outreach
- Career and Employment Fairs
- Testing Services
- Reverse Referrals
- Tax Credits
- Labor Market Information
- Work Permits
- Required Posters
- Business Closings/Downsizing
- Veterans Services

## Client Resource Center

- Job Information
- Résumé Service
- Internet Access
- Labor Market Information
- Typing Tutorial
- Proficiency Testing in Typing, 10-key & Data Entry
- Word Processing
- Brochures and Pamphlets
- Job Placement Assistance
- Unemployment Insurance

The Sioux City Workforce Center has a Resource Center available year-round, Monday – Friday, 8:30 a.m. - 4:30 p.m. Staff will direct you to computer software, publications and Internet sites that can help you research careers, schools, communities and obtain information regarding current workforce trends.

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**Iowa Workforce Development Region 12**

E-mail: [Region12.Web@iwd.iowa.gov](mailto:Region12.Web@iwd.iowa.gov)

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contact: [UIClaimsHelp@iwd.iowa.gov](mailto:UIClaimsHelp@iwd.iowa.gov)  
For general questions, contact:  
[IWD.CustomerService@iwd.iowa.gov](mailto:IWD.CustomerService@iwd.iowa.gov)  
For technical questions about our web sites, contact:  
[IWD.Webmaster@iwd.iowa.gov](mailto:IWD.Webmaster@iwd.iowa.gov)  
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## Unemployment Insurance (UI) Services Division

# Unemployment Insurance Services

LeLoie Dutemple, Division Administrator

### File an Unemployment Insurance Claim

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- At an IWD office
- Through employer

### Continued Claim Online

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### Unemployment Information for Employers and Related Tax Forms

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### FAQs About Filing Online

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### In-person Hearing Schedule for Calendar Year

### Glossary

### Disaster

**W-2's for 2009 Unemployment  
will be mailed by the deadline of January 31, 2010.**

#### **Governor Culver Announces Deadline Extension for Emergency Unemployment Insurance Benefits -**

Governor Chet Culver announced today that President Obama has signed legislation allowing the Emergency Unemployment Compensation program to continue beyond the original Dec. 31 program end date. This will protect nearly 30,000 Iowans from losing their benefits during the first part of 2010.

#### **IWD Announces Additional Emergency Unemployment Insurance Benefits**

Director Elisabeth Buck announced today that approximately 20,000 notices will be mailed from Iowa Workforce Development (IWD) to Iowans who may be eligible for the additional emergency unemployment insurance benefits of up to 14 weeks, if their previous benefits are currently exhausted.

#### **Iowa's Employer Unemployment Insurance Contribution Rates Increase - First Time In Eight Years**

Iowa Workforce Development announced that the unemployment contribution rate for employers will be adjusted on January 1, 2010 to keep the Unemployment Insurance Trust Fund at sufficient levels to adequately provide for unemployment benefits.

#### **Extended Training Benefits and Department Approved Training**

You can go to school and still receive unemployment insurance benefits! There are two options available for training - Department Approved Training (DAT) and Training Extension Benefits (TEB)...

**Iowan's Jobless and Injury Benefits Increase** - Maximum weekly benefits paid to jobless Iowans and to workers injured on the job will increase July 5, 2009, announced Iowa Workforce Development.

#### **Emergency Unemployment Compensation (EUC) For Unemployment Insurance Claimants**

**IWD Announces Additional Emergency Unemployment  
Insurance Benefits** - Des Moines – Director Elisabeth



[Unemployment  
Assistance \(DUA\)](#)

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Services Division](#)

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Buck announced today that notices will be mailed from Iowa Workforce Development (IWD) to approximately 9,000 Iowans who may be eligible for the additional emergency unemployment insurance benefits of up to 13 weeks, if their previous benefits are currently exhausted.

**IWD Announces Emergency Unemployment Insurance Benefits for Displaced Iowans** - Des Moines – Notices will be mailed from Iowa Workforce Development (IWD) to the nearly 74,000 Iowans who may be eligible for the emergency unemployment insurance benefits.

**Notice of Intended Action**

This proposed rule is currently in the rules review process and Iowa Workforce Development welcomes your input.

**Alternate Base Period**

An individual who lacks qualified earnings on a regular unemployment benefit claim can request an alternate base period and may be eligible for unemployment benefits. The base period is one year of wages which determines eligibility for unemployment benefits. The alternate base period allows an individual to use the most recent 3 month quarter of wages to establish eligibility for unemployment benefits. The individual must have earned at least \$640 in one base period quarter and lack qualified earnings. Iowa Workforce Development will notify an individual of eligibility for an alternate base period and the individual may then request substitution of quarters within 10 calendar days. The individual will need to provide information concerning the wages, employer, and check stubs or proof of earnings for the most recent 3 month quarter which is prior to the claim. The alternate base period allows an individual to receive unemployment benefits based upon their most recent employment.



The Unemployment Insurance Services Division of Iowa Workforce Development provides services to businesses, workers and the citizens of Iowa by collecting unemployment insurance taxes, maintaining the Iowa Unemployment Compensation Trust Fund, and making payments to eligible jobless workers.

Unemployment insurance replaces part of the income workers lose when they become unemployed through no fault of their own. Unemployment insurance softens the economic impact job losses have on communities by maintaining purchasing power in the area where workers live.

Employers pay the money for unemployment benefits. No contributions for unemployment insurance come from employee wages.



Anyone who is no longer working, or is working substantially fewer hours, and has worked and earned wages in work covered by unemployment insurance (this determination is made by Iowa Workforce Development) in the last 15 to 18 months may file an application for unemployment insurance benefits.



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For general questions, contact: [IWD.CustomerService@iwd.iowa.gov](mailto:IWD.CustomerService@iwd.iowa.gov)

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**March 27, 2009**

### **IWD Announces Additional Emergency Unemployment Insurance Benefits**

[News Release](#)

**November 26, 2008**

### **IWD Announces Extended Emergency Unemployment Insurance Benefits**

[News Release](#)

### **Emergency Unemployment Compensation (EUC) For Unemployment Insurance Claimants**

Due to federal legislation, you may be eligible to receive an additional 20 weeks plus additional benefits for tiers of Emergency Unemployment Compensation (EUC) under the Supplemental Appropriation Act 2008, Title IV, Public Law 110-252, and subsequent amending legislation. EUC provides extended unemployment insurance benefits to unemployed individuals who have already collected all regular state benefits or have expired benefit claims and meet the federal eligibility guidelines. The program began on July 6, 2008 and expires on February 28, 2010, with a phase-out period through July 31, 2010.

The fastest, most efficient way to file for EUC benefits is online. The Internet filing option is available 24 hours a day, seven days a week -- it's always open! Once you file a claim, Iowa Workforce Development will contact you regarding your eligibility.

**Note: Please indicate EUC in the comments section when filing your claim.**

If you already have an account with [iowaworkforce.org](http://iowaworkforce.org), just [log in](#). Otherwise, begin by [setting up your account](#) and then log in to begin entering your extended unemployment claim.

Contact your local Workforce Development Center for additional assistance.

E-mail: [uiclaimshelp@iwd.state.ia.us](mailto:uiclaimshelp@iwd.state.ia.us)

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For technical questions about our web sites, contact: [IWD.Webmaster@iwd.iowa.gov](mailto:IWD.Webmaster@iwd.iowa.gov)

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## File an Unemployment Insurance Claim



If you already have an active unemployment claim and are trying to file your weekly continued claim, please [click here](#). If you do not have an active unemployment claim and need to file a new claim, follow the instructions below.

Are you eligible to file an application for unemployment benefits? Do you meet these basic eligibility requirements?

- You are totally or partially unemployed.
- You have worked and earned a minimum amount of wages in work covered by unemployment tax during the past 18 months.
- You have lost your job through no fault of your own.
- You are able and available for work.
- You are registered for work at your local Workforce Development Center, unless work search is waived. You can register for work on-line by using the Employment Registration Services application.
- You are actively seeking work unless work search is waived.

For additional information or to better understand the eligibility requirements, please read the [Facts about Unemployment Guide](#).

What will you need to file your application? You need the following:

- Your Social Security number;



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- The name, payroll address and telephone number of your most recent employer;
- The first and last date you worked for that employer;
- An Alien Registration number if you are NOT a U.S. citizen or permanent refugee;
- If you served on active duty in the U.S. military during the past 18 months, a DD214 (member copy 4);
- If you worked for the federal government in the past 18 months, a Standard Form 8, if one was provided to you;
- The names of any dependents that you claim as exemptions on your federal income tax return;
- You may claim your spouse as a dependent if her/his gross wages were \$120 or less in the week prior to filing your claim. Self-employment does not count as gross wages for dependent purposes.

### **1. File an Unemployment Benefit Claim Online**

The fastest, most efficient way to apply for benefits (file your initial claim) is online. The Internet filing option is available 24 hours a day, seven days a week -- it's always open!

To be able to file a claim online you must meet all of the following criteria:

- You must have worked in Iowa during the past 18 months (earned Iowa wages;
- You must not have an existing unemployment claim in any other state with money (benefits) still available;
- You must not have an existing Railroad Unemployment claim with any remaining money available;
- If you served in the U.S. military during the past 18 months, you **MUST** have an Iowa

residence;

If you do not meet the criteria to file on-line, you should contact a local Workforce Development Center for additional assistance in filing your unemployment claim.

The first step in filing your new, initial claim on-line is to create an account. Before you begin, we suggest you review the frequently asked questions (FAQS) about filing on-line.

If you already have an account with iowaworkforce.org, just log in. Otherwise, begin by setting up your account and then log in to begin entering your unemployment claim.

## **2. File an Unemployment Benefit Claim at a Workforce Development Center**

You may file your initial claim for benefits at your Workforce Development Center. Many Workforce Development Centers hold regularly scheduled group claim sessions and will help you complete the forms. Or, you can use a computer in the Workforce Development Resource Center to file your application on-line.

## **3. File an Unemployment Benefit Claim Through Your Employer**

Iowa Workforce Development has a program that allows employers to file an initial claim for a recently separated employee. Check with your employer to determine if they are participating in this new program.

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[Disaster  
Unemployment  
Assistance \(DUA\)](#)

[UI Services Division  
Home Page](#)

[IWD Home Page](#)

## Unemployment Insurance Claims Contacts

For specific questions about Unemployment Insurance Claims, contact your nearest [Workforce Development Center office](#).

The Workforce Development Center offices below conduct in-person appeal hearings.

- Burlington (319) 753-1671
- Carroll (712) 792 2685
- Cedar Rapids (319) 365-9474
- Council Bluffs (712) 242-2100
- Creston (641) 782-2119
- Davenport (563) 445-3200
- Decorah (563) 382-0457
- Des Moines (515) 281-9619
- Dubuque (563) 556-5800
- Fort Dodge (515) 576-3131
- Mason City (641) 422-1524
- Ottumwa (641) 684-5401
- Sioux City (712) 233-9030
- Spencer (712) 262-1971
- Storm Lake (712) 732-1576
- Waterloo (319) 235-1471

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**To continue receiving benefits, report each week by calling:**

(Outside Des Moines) (800) 850-5627 or

(Des Moines Area) 281-6231

10 a.m., Saturday to 11:30 p.m., Sunday or

7:30 a.m. to 4:59 p.m., Monday through Friday

Note: Phone lines are very busy on Saturday afternoon. Please try on Sunday or Monday to avoid a busy signal.

[Visit Facts About Unemployment Insurance Guide](#)  
[Visit Unemployment Insurance Service Center \(UISC\)](#)

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[Search Unemployment Services Site](#)  
[Unemployment Insurance Division Home Page](#)  
[Iowa Workforce Development Home Page](#)



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Iowa Workforce Development

1000 East Grand Avenue

Des Moines, Iowa 50319-0209

Telephone: (515) 281-5387 or (800) JOB-IOWA: (800) 562-4692

For Deaf and Hard Of Hearing, Use Relay 711

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For unemployment insurance claim questions, contact: [UIClaimsHelp@iwd.iowa.gov](mailto:UIClaimsHelp@iwd.iowa.gov)

For general questions, contact: [IWD.CustomerService@iwd.iowa.gov](mailto:IWD.CustomerService@iwd.iowa.gov)

For technical questions about our web sites, contact: [IWD.Webmaster@iwd.iowa.gov](mailto:IWD.Webmaster@iwd.iowa.gov)

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Iowa Workforce Development | IowaWorks | IowaJobs | Youth For Iowa | Labor Market Information

## Iowa Workforce Development

Iowa's Employment Security Agency  
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[www.iowaworkforce.org](http://www.iowaworkforce.org)

### Iowa's Workforce Development Centers

-- Find Your Nearest Office --



Unemployment Insurance (UI) Services Division

## Extended Training Benefits and Department Approved Training

**You can go to school and still receive unemployment insurance benefits!**

There are two options available for training:

- Department Approved Training (DAT)
- Training Extension Benefits (TEB)

### What's the Difference?

#### Department Approved Training (DAT)

You may receive benefits if you are attending school or a training course if approved by Iowa Workforce Development. You must make a written application for DAT using this [form](#). If available when you apply for benefits, provide the name of the school, type of training, class schedule, and the beginning and ending dates of training. Most requests for DAT will be approved if the training has a substantial curriculum. Approval or denial is always in writing and you may appeal if you are denied.

**While attending approved training, you do not have to be available for work or search for work to continue to be eligible for benefits. However, you are required to file your weekly continued claims in order to continue to receive benefits.**

If you stop training for any reason, you must notify Iowa Workforce Development and you

must immediately search for work as instructed.

DAT **will not** pay for your schooling, books or expenses. The program allows you to continue to receive regular and extension benefits while you are attending training.

If you are filing for Trade Adjustment Assistance, you need to check with that program coordinator as requirements are slightly different.

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### **Training Extension Benefits (TEB)**

Training extension benefits are available to individuals:

- who meet the eligibility requirements for unemployment benefits,
- who are laid-off or voluntarily separated from a declining occupation or involuntarily separated as a result of a permanent reduction of operations.

In addition to the above requirements:

- your training must be for an occupation that is considered to be a High Demand Occupation (HDO) as defined by Iowa Workforce Development, or
- a high-tech occupation or training approved under the Workforce Investment Act (WIA), or
- you must be working towards a GED in an approved program.

### **Are Training Extension Benefits (TEB) the same as Department Approved Training (DAT)?**

No, because if you qualify under this program, you could receive up to an additional 26 weeks of benefits after your regular and extension benefits have exhausted. These benefits are only payable while you are going to school. **If you discontinue school, TEB is no longer available.**

### **If I am on DAT and run out of benefits, can I qualify for TEB?**

TEB is only payable after you have exhausted all payments on regular and extension unemployment insurance benefits. Your DAT must meet the specific requirements for TEB. Your application for TEB must be received before the end of your benefit year.



**What kinds of training will qualify?**

- Occupations that are on the Department's list of High Demand Occupation (HDO) jobs.
- High tech occupations.
- Training programs approved by Workforce Investment Act providers.
- Approved GED programs.

**What do I have to do?**

Fill out the attached form and contact your local Iowa Workforce Center to apply for the program.

**What information will I need?**

You will need the name and address of your school, the dates of your classes, and a copy of your class schedule or enrollment verification.

**Can I get financial aid?**

Your local workforce center can help you research and find financial aid information, but you should also check out these web sites: [www.opportunity.gov](http://www.opportunity.gov), [www.iowacollegeaid.org](http://www.iowacollegeaid.org) and [www.icansucceed.org](http://www.icansucceed.org). The Iowa College Student Aid Commission can also be reached toll-free at (877) 272-4476 or online at [www.iowacollegeaid.org](http://www.iowacollegeaid.org). All Iowa colleges have financial aid offices that can help you apply for a Pell Grant scholarship. Pell Grant applications are available 24/7 at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or by calling 1-800-4-FED-AID (1-800-433-3243) during business hours. You will need to report last year's income when applying, but your educational institution can adjust your eligibility to reflect your current circumstances.

**Where will I send my school information (schedules, etc)?**

Once you have been approved, you can fax the information to (515) 242-0495 or mail it to:

UI Service Center-TEB  
P O Box 10332  
Des Moines IA 50306-0332

**How do I continue to qualify?**

You will need to show continued progress and attendance in the classes. We will contact you periodically to provide us with your class schedules and progress.

**Do I have to get all A's?**

No, you just need to show us that you are

attending your training and showing satisfactory progress. We will need you to provide your class schedules while you are receiving the benefits.

A program [brochure](#) and a list of High Demand Occupations are available [here](#).

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[Iowa Workforce Development Home Page](#) | [Search IowaWorks](#) | [IowaJobs](#) | [Youth For Iowa](#)



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For general questions, contact: [IWD.CustomerService@iwd.iowa.gov](mailto:IWD.CustomerService@iwd.iowa.gov)  
For technical questions about our web sites, contact: [IWD.Webmaster@iwd.iowa.gov](mailto:IWD.Webmaster@iwd.iowa.gov)  
Please read our [Terms of Use](#) and [Privacy Statement](#).



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Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.  
For deaf and hard of hearing, use Relay 711.

70-9661 (06-09)

# Training Opportunities

**You can go to school and still receive unemployment insurance benefits!**



**We now have 2 options available for training:**

- Department Approved Training (DAT)
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## What's the Difference?

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- who meet the eligibility requirements for unemployment benefits,
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Additional information on the program is available at [www.iowaworkforce.org/trainingextensionbenefits](http://www.iowaworkforce.org/trainingextensionbenefits).



## Job Training Partners

On the campus of Western Iowa Tech Community College

4647 Stone Avenue

Sioux City, Iowa 51106

712.274.6401 800.352.4649



Career Resource Center

Adult/Dislocated Workers

Youth Services

Promise Jobs

Contact Us

Links

Calendar of Events

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Job Training Partners

### Welcome to Job Training Partners

Job Training Partners offers a variety of programs and services to individuals wanting to enter the workforce whose career and employment situation is in transition. We offer a variety of programs and services to help individuals identify and meet their career goals.

We have services to assist dislocated workers who are looking to find new employment or transition to a new career. We serve youth who are moving from adolescence to responsible adulthood who are in need of career planning and training. We have services for persons on Welfare that are interested in becoming self-supporting and are looking at career and employment opportunities.

Job Training Partners encourages all job seekers to register for work with its job search systems. Customers list jobs they are qualified to do. Job Training Partners can then notify customers when openings match the kinds of jobs that customers seek.

**Self-Directed Job Search:** A computerized system allows job seekers to view all current job openings listed Iowa with Workforce Development. It also provides links to State of Iowa and Federal Jobs. Internet access allows job seekers to search for employment opportunities and research companies.

**Career Planning:** Job Training Partners offers comprehensive career planning services. If you are thinking of changing careers, trying to decide which major is best for you, or planning to return to school, Career Planning I will help start the thinking process. Career Planning II (Choices) is a computer generated assessment which matches you to actual careers.

**Resume Development:** Customers can use Resume Maker software to create cover letters,

#### **Equal Opportunity Program**

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